

DISPATCH NO. _____

LINE _____

TO : _____

FROM : Comptroller

SUBJECT : (General : Administrative
(Specific: Class "A" Accounting and Reporting Procedure

CONFIDENTIAL

1. Attached are _____ copies of _____ titled 25X1
"Class 'A' Accounting and Reporting Procedure." The provisions of this
Handbook are applicable to your Station effective 1 July 1954.

2. Your attention is directed to paragraph 9, of this Handbook
which provides, among other things, that the records and forms prescribed
therein shall be printed locally.

3. Your station is subject to financial control of property and
shall therefore prepare the attached schedule (Schedule E-1 - Cash Disburse-
ments for Property Acquisitions) and include it among the schedules submitted
to headquarters pursuant to the reporting instructions contained in this
Handbook. The purpose of this schedule is to advise headquarters of cash
disbursements for property acquired in the field and taken into the
financial control accounts of the Supply Control Center. From this schedule
Headquarters will charge a like amount to its control account with the Supply
Control Center with contra credit to the appropriate station advance account.
Instructions for the preparation of this schedule, and suggestions with
respect to maintaining the records in a way which will facilitate its
preparation, are attached to the schedule.

4. Any questions or suggestions concerning provisions of this
Handbook should be addressed to the Office of the Comptroller, Headquarters.

_____ 25X1

E. R. SAUNDERS

Attachments -

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- a. _____ Class "A" Accounting and Reporting Procedure Document No. 039
- b. Schedule E-1, Cash Disbursements for Property Acquisitions Dated: 15 S 25X1
- c. Instructions for Preparation of Schedule E-1 - Cash Disbursements for Property Acquisitions Dated: 15 S 25X1

25X1

By: _____